

ADVERTISEMENT FOR LANGUAGE TRAINING SERVICES

The Consulate has a requirement for Mandarin language instruction for 20 hours of classroom study per week for 40 weeks, to be given at a firm fixed price per session. Sessions shall be fifty-minutes to one hour in length and shall be scheduled between Monday and Friday 8 AM and 6 PM. No more than one (1) student will be part of any class, unless mutually agreed upon by Contractor and the Government. **Proposals will be due by 5 PM on Thursday, September 6, 2012.**

Background/Scope

The Contractor shall provide foreign language instruction to an adult student that focuses on the *professional needs of a newly arrived Foreign Commercial Service officer as he/she interacts with the Mandarin Chinese* speaking public. The Contractor shall develop the instruction to include the development of speaking, listening, and reading skills to adequately carry out *the job elements of Commercial Service officers of the United States of America*. All instruction shall also include job relevant language terminology and usage of the designated field of interest. All relevant materials for the course must be provided by the instructor(s).

Contractor Requirements

The Contractor shall provide qualified instructor(s), who are well versed in all topics to be covered, capable of answering in-depth questions on each topic, will provide the required training in a classroom setting, based on the schedule of training modules or lessons and the objectives and goals for that training.

The Contractor shall provide instructor supervisor(s) who will supervise the performance of work under the contract, and who will perform quality assurance in meeting the objectives and goals for that training. In cases where the Contractor is an individually owned and operated entity, the instructor may serve as both instructor and instructor supervisor.

The Contractor shall provide other required classroom materials such as newspapers, magazines, dictionaries, or photocopied materials, written in the designated language for use by students in exercises or testing and approved by the Contracting Officer's Representative.

Objectives

The objectives of each training module or lesson are to prepare all students as efficiently and effectively as possible to accomplish the goals of the training.

Additional specifications on objectives, student testing, student progress documentation and training recommendations, and student counseling can be found in the official solicitation. 2

If a company or individual is interested in competing for this requirement, please provide a written request for a copy of the solicitation documents to the U.S. Consulate by sending an email to cumminske@state.gov.

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